



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF SCHOOL IMPROVEMENT – FEDERAL DISCRETIONARY GRANTS
EVEN START FAMILY LITERACY DESK MONITORING FORM

SITE NAME		COUNTY-DISTRICT CODE
NAME OF THE BOARD-AUTHORIZED REPRESENTATIVE	PHONE NUMBER	FAX NUMBER
NAME OF THE EVEN START FAMILY LITERACY CONTACT	PHONE NUMBER	FAX NUMBER

DIRECTIONS

Each site that receives Even Start funds must complete this form.

Mail the completed form and documents to our office no later than February 17, 2006 to: Federal Discretionary Grants, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.

Questions, contact Federal Discretionary Grants: Ph: (573) 522-8763; Fax: (573) 526-6698;
or e-mail to: webreplyimprfdg@dese.mo.gov; Visit DESE's website at: dese.mo.gov

PLEASE LIST BY SITE WHO IS PROVIDING THE FOLLOWING COMPONENT SERVICES AND HOW MANY HOURS PER WEEK ARE SCHEDULED FOR EACH COMPONENT:

Adult Education		Number of hours per week	
Parent Education		Number of hours per week	
PACT		Number of hours per week	
Early Childhood Education		Number of hours per wee	

How does your program ensure that all families receiving services participate in all four core instructional services?

HOW HAS YOUR PROGRAM IMPLEMENTED THE FOLLOWING FIFTEEN REQUIRED PROGRAM ELEMENTS?

1. IDENTIFICATION AND RECRUITMENT OF FAMILIES MOST IN NEED OF EVEN START SERVICES

2. SCREENING AND PREPARATION OF PARTICIPANTS

3. FLEXIBLE SCHEDULING AND SUPPORT SERVICES.

<input type="checkbox"/>	Attach program regular weekly schedule and hours offered by component.
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4. HIGH-QUALITY, INTENSIVE INSTRUCTIONAL PROGRAMS

5. STAFF QUALIFICATIONS

Provide a list of the following staff by position, title, credentials, portion of time spent on program, and job descriptions.

<input type="checkbox"/>	All instructional staff of the program hired after enactment of the LIFT Act (December 21, 2000), whose salaries are paid in whole or in part with Even Start funds, meets the Even Start staff qualification requirements. Section 1235(5)
<input type="checkbox"/>	By December 21, 2004 a majority of the individuals providing academic instruction shall have obtained an associate's, bachelor's, or graduate degree in a field related to early childhood education, elementary school or secondary school education, or adult education. Section 1235(5)(A)(i)(I)
<input type="checkbox"/>	By December 21, 2004 if applicable, a majority of the individuals providing academic instruction shall meet the qualifications established by the State for early childhood education, elementary or secondary education, or adult education provided as part of an Even Start program or another family literacy program. Section 1235(5)(A)(i)(II)
<input type="checkbox"/>	By December 21, 2004, the person responsible for administration of family literacy services has received training in the operation of a family literacy program. Section 1235(5)(A)(ii)
<input type="checkbox"/>	By December 21, 2004, paraprofessionals who provide support for academic instruction have a secondary school diploma or its recognized equivalent. Section 1235(5)(A)(iii)

6. STAFF TRAINING

7. HOME-BASED INSTRUCTIONAL SERVICES

8. YEAR-ROUND SERVICES

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Attach a program calendar with a record of dates that classes were offered.

9. COORDINATION WITH OTHER PROGRAMS

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Attach a description of historical relationship between LEA and collaborating agencies.

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Attach a description of collaborative efforts with each agency.

10. INSTRUCTIONAL PROGRAMS BASED ON SCIENTIFICALLY BASED READING RESEARCH

11. ATTENDANCE AND RETENTION

12. READING READINESS ACTIVITIES BASED ON SCIENTIFICALLY BASED READING RESEARCH

13. CONTINUITY OF SERVICES

14. PROVIDING SERVICES TO FAMILIES MOST IN NEED

15. LOCAL INDEPENDENT EVALUATION	
OTHER DOCUMENTS TO BE SUBMITTED TO OUR OFFICE	
<input type="checkbox"/>	Professional Development Plan (as submitted in application) and progress to date
<input type="checkbox"/>	Program goals and objectives that address quality assurance, program improvement, etc
DOCUMENTS TO BE AVAILABLE TO OUR OFFICE FOR ON-SITE MONITORING	
1. IDENTIFICATION AND RECRUITMENT OF FAMILIES MOST IN NEED OF EVEN START SERVICES.	
<input type="checkbox"/>	List of families in program with documentation of how each meets the eligibility criteria specified in Sec. 1236
<input type="checkbox"/>	Criteria for determining which eligible families are most-in-need
2. SCREENING AND PREPARATION OF PARTICIPANTS	
<input type="checkbox"/>	Summary/outline of screening process
<input type="checkbox"/>	Summary of family preparation activities/program
3. FLEXIBLE SCHEDULING AND SUPPORT SERVICES	
<input type="checkbox"/>	Record of parent work schedules
<input type="checkbox"/>	Record of family support services appointments
4. HIGH-QUALITY, INTENSIVE INSTRUCTIONAL PROGRAMS	
<input type="checkbox"/>	Record of instructional programs offered
<input type="checkbox"/>	Summary of content of adult literacy classes
<input type="checkbox"/>	Summary of content of parent support classes
<input type="checkbox"/>	Summary of content of early childhood classes and supplemental services for school-age children
<input type="checkbox"/>	Summary of content of interactive literacy activities for parents/children
<input type="checkbox"/>	Record of instructional programs offered within each component (e.g. adult education: ABE, GED, ESL; early childhood education: Infant and Toddler, Early Head Start, etc.)

5. STAFF QUALIFICATIONS	
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<input type="checkbox"/>	By December 21, 2004, the person responsible for administration of family literacy services has received training in the operation of a family literacy program. Section 1235(5)(A)(ii)
<input type="checkbox"/>	By December 21, 2004, paraprofessionals who provide support for academic instruction have a secondary school diploma or its recognized equivalent. Section 1235(5)(A)(iii)
6. STAFF TRAINING	
<input type="checkbox"/>	Documentation of recent meetings (i.e., minutes, agendas) between LEA and collaboration agencies
<input type="checkbox"/>	Sign-in sheets from staff trainings and professional development.
7. HOME-BASED INSTRUCTIONAL SERVICES	
<input type="checkbox"/>	Copies of lesson plans for home-based instructional services
<input type="checkbox"/>	Records of what lessons have been implemented, dates of implementation, and the names of families who participated
8. YEAR-ROUND SERVICES	
<input type="checkbox"/>	Record of program calendar
<input type="checkbox"/>	Record of dates classes are offered
<input type="checkbox"/>	Summer program schedule, daily, weekly, and hours offered for each component
<input type="checkbox"/>	Summer program staff, position, schedule
<input type="checkbox"/>	Summer program curricula, lesson plans, and activities
9. COORDINATION WITH OTHER PROGRAMS	
<input type="checkbox"/>	Record of program coordination
<input type="checkbox"/>	Record of cooperative agreements
<input type="checkbox"/>	Names, addresses, and telephone numbers of collaborating entities and their role and/or contribution
<input type="checkbox"/>	Written plan or procedure for implementing collaboration efforts

10. INSTRUCTIONAL PROGRAMS BASED ON SCIENTIFICALLY BASED READING RESEARCH	
<input type="checkbox"/>	Evidence of the scientific research that supports instructional programs
<input type="checkbox"/>	Evidence that uses the applicable statutory definition of scientifically based reading research (Section 1208, ESEA)
11. ATTENDANCE AND RETENTION	
<input type="checkbox"/>	Summary of retention efforts
<input type="checkbox"/>	Summary of intensity of services
12. READING READINESS ACTIVITIES BASED ON SCIENTIFICALLY BASED READING RESEARCH	
<input type="checkbox"/>	Evidence of the scientific research that supports the reading-readiness activities
<input type="checkbox"/>	Evidence that uses the Department's definition of scientifically based reading research
13. CONTINUITY OF SERVICES	
<input type="checkbox"/>	Plan for family literacy retention
14. PROVIDING SERVICES TO FAMILIES MOST IN NEED	
<input type="checkbox"/>	Record of progress reports detailing participation rates in each core instructional area
<input type="checkbox"/>	A member of each family is enrolled in activities in each of the four core instructional area
<input type="checkbox"/>	A member of each family is participating in activities in each of the four core instructional areas (as appropriate)
<input type="checkbox"/>	Action plan for removing families with incomplete participation, and enrolling new families
15. LOCAL INDEPENDENT EVALUATION	
<input type="checkbox"/>	Local evaluation report
<input type="checkbox"/>	Evidence that data was used for continuous program improvement